

MARYLAND STATE BOARD OF VETERINARY MEDICAL EXAMINERS

Telephone: 410.841.5862

Facsimile: 410.841.5780

www.mda.maryland.gov

Renew online at: <https://www.mdavet.org>

****ONLINE REGISTRATION NOW AVAILABLE FOR YOUR 2016 FISCAL YEAR HOSPITAL LICENSE RENEWAL****

If you are the owner of a veterinary hospital that is currently licensed for the 2015 fiscal year (July 1, 2014 - June 30, 2015), you may renew your hospital license for the 2016 fiscal year online. You will need the following information available before renewing online:

- 1.) The name of a veterinarian who works at the veterinary hospital and who is responsible for the hospital;
- 2.) Workers' Compensation policy number or binder number if you employ one or more persons;
- 3.) If the hospital is a mobile unit (specifically, animals are treated inside the unit), the tag number and Vehicle Identification Number;
- 4.) Veterinary hospital license number;
- 5.) The control number preprinted on your enclosed renewal application, which begins with "H2016-"; and
- 6.) A Visa, Mastercard, or American Express credit card for payment.

After your transaction is complete, you will have the option to print your hospital license or have one mailed to you. If you choose to have it mailed, your hospital license will be sent to your mailing address within approximately two weeks. If you do not receive your hospital license in a timely manner, contact the Board's office at 410.841.5862.

If your online registration application is not completed by midnight, June 30, 2015, and you continue to provide veterinary services within the veterinary hospital, you may be disciplined by the Board.

Please take this opportunity to familiarize yourself with the online renewal system for the 2016 fiscal year registration. The Board does not plan to issue paper registration applications for the 2017 fiscal year (July 1, 2016 – June 30, 2017).

****PROCEDURES FOR RENEWING YOUR VETERINARY HOSPITAL LICENSE BY MAIL****

If you choose to renew your veterinary hospital license on paper instead of renewing it online, the Board must receive from you **ON OR BEFORE JUNE 16, 2015**, at the address specified below, the following items:

- 1.) Application for Veterinary Hospital License, completed in full; and
- 2.) Check or money order made payable to the Maryland Dept. of Agriculture in the amount of \$215.00.

Provided the above-listed items are mailed to, and received at, the following address **ON OR BEFORE JUNE 16, 2015**, your license to operate a veterinary hospital in Maryland will not lapse at midnight, Tuesday, June 30, 2015:

For U.S. Postal Service only: Maryland Department of Agriculture
P.O. Box 17304
Baltimore, MD 21297-1304

Alternatively, the above-listed items may be sent for rush delivery to the following address, however, the mailing date for receipt by June 16, 2015 still applies:

For commercial shipping services only: First Data/Remitco
Attn: Maryland Department of Agriculture/
LOCKBOX #7671
400 White Clay Center Drive
Newark, DE 19711

Please be advised that if your application and check are received after June 16, 2015, you may be impacting your ability to lawfully operate a veterinary hospital for the 2016 fiscal year. It is recommended that you contact the Board's office, at 410.841.5862, to inquire as to the status of your registration.

Applications and fees postmarked after June 30, 2015 are late and must be accompanied by an additional fee of \$100.00, for a total fee of \$315.00.

Please ensure that your application is complete when submitted, or it will be returned to you for completion. Include the full names (no nicknames) of veterinarians working at the hospital. Your veterinary hospital license will not be processed until your application is completed in full.

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTIFICATION OR THE ENCLOSED
APPLICATION, PLEASE CONTACT THE BOARD'S OFFICE AT 410.841.5862.
THANK YOU FOR YOUR COOPERATION.